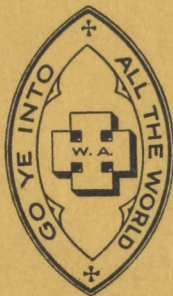


354  
*Andrew Hall*

# Diocesan Constitution



Diocese of Brandon

of the

Woman's Auxiliary

of the Church of England  
in Canada

1954



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# Diocesan Constitution



Diocese of Brandon

of the

## Woman's Auxiliary

of the Church of England  
in Canada

1954



# Diocesan Constitution

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Motto—"Go Ye Into All The World"

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## Article I.—Name and Objects.

Section 1. This Association shall be called "The Brandon Diocesan Branch of the Woman's Auxiliary of the Church of England in Canada".

Section 2. The objects of this Auxiliary shall be:

(a) To assist and co-operate with the Missionary Society of the Church of England in Canada:

1. By promoting individual and united intercessory prayers for missions;
2. By striving to awaken missionary zeal among the women in the Diocese;
3. By diffusing missionary information;
4. By encouraging the formation of parochial branches throughout the Diocese;
5. By maintaining the financial responsibilities of the Auxiliary;
6. By receiving and forwarding contributions for any mission work, that, in the Diocese, being subject to the approval of the Bishop of the Diocese.

(b) To co-operate with the Diocesan Board of Religious Education and the Diocesan Council for Social Service and all departments of Church Work.

## Article II.—Membership.

Section 1. Any baptized woman may become a member of the Auxiliary; girls may be organized into Girls' Branches; children over seven years of age in Junior Branches, and under seven years into Little Helpers' Branches; membership to be dependent upon the payment of an annual fee through a Parochial Branch (except in the case of the Little Helpers' Branches where no fee is required).

Section 2. Any member approved by the Executive Committee or by a Parochial Branch may become a Life Member of the Diocesan Auxiliary by the payment to the Diocesan Treasurer of the sum of \$25.00 (badge and certificate extra), which shall entitle her to a vote at the Diocesan Board and Annual Meetings. All Diocesan Life Members must continue their Branch Membership by the payment of the annual fee to their Parochial Branch.

Section 3. Life members of other Diocesan Branches coming to reside in this Diocese shall be given the privileges of Life Membership in this Diocese, provided that they become members of some Parochial Branch.

Section 4. The Badge of the Auxiliary is the Winchester Cross, in silver for Members, and in gold for Life Members.

### **Article III.—Officers.**

Section 1. The Officers of this Auxiliary shall be:

(a) Honorary. A Patron who shall be the Bishop of the Diocese, and Patronesses, one of whom shall be the wife of the Bishop of the Diocese, together with all past Diocesan Presidents, provided that they are resident in the Diocese.

(b) Optional: An Honorary President or Honorary Vice-Presidents (not to exceed three), who shall be recommended by the Executive Committee.

(c) Elective President, First, Second, Third and Fourth Vice-Presidents, (one of whom must be a representative of the northern part of the Diocese), Recording Secretary, Corresponding Secretary, Treasurer, Dorcas Secretary-Treasurer, Secretary-Treasurer of Evening Branches, Secretary-Treasurer of Girls' Branches, Secretary-Treasurer of Juniors, Secretary of Little Helpers, Secretary-Treasurer of Educational Department, Secretary-Treasurer of Living Message, United Thank Offering Secretary, Prayer Partner Secretary, Secretary of Social Service and Mission Bales, Candidates'

Secretary, Living Message Editor and Bulletin Secretary, and Scattered Members' Secretary.

Standing Committees shall be:

1. Finance—Treasurer ex officio, Convener.
2. Dorcas—Dorcas Secretary-Treasurer ex officio Convener.
3. Educational—Educational Secretary-Treasurer ex officio, Convener.
4. Hospital Visiting.
5. Magazines.
6. Hospitality.

Conveners of Sub-Committees shall be called Supervisors, viz: 1. Under Dorcas Department.

(a) Supervisor of Church Furnishings.

(b) Supervisor of Mission Bales (Social Service Secretary).

Section 2. All Diocesan Officers, Conveners of Standing Committees and Supervisors must be confirmed members of the Church of England (for Parochial officers see Parochial Constitution, Art. IV. Sec. 1) and be members in good standing of some Parochial Branch.

Section 3. No one shall hold more than one elective Diocesan Office at one time (except in special cases as approved by the Executive Committee).

#### **Article IV.—Nominations and Elections**

Section 1. Nomination for election of Diocesan Officers and Delegates to Dominion Board shall be presented to the Annual Meeting by a Nominating Committee.

Section 2. The Nominating Committee shall consist of the following:

(a) All Deanery Secretaries or their assistants to be appointed by the Deanery Conference.

(b) Three city members (but not members of the retiring Executive Committee) to be chosen at a

Diocesan Executive Meeting prior to the Annual Meeting.

(c) A Convener to be chosen by the retiring Executive Committee, and who shall be a member of said Committee.

### Section 3. Duties of Nominating Committee:

(a) To present to the Annual Meeting a list of nominations consisting of one or more names for each Diocesan office. Additional names may be added by written ballot at the meeting. Consent must have been obtained from all nominees.

(b) To prepare a list of at least four nominations for delegates to the Dominion Board. This list must be prepared after the announcement of election of officers for the ensuing year, and may be added to by written ballot at the meeting.

For Annual Meetings of the Dominion Board the two officers obtaining the highest number of votes shall be declared elected as Delegates. If only one delegate is sent she shall be the one who received the highest number of votes.

**Note**—The Diocesan President is ex-officio a member of the Dominion Board.

## **Article V.—Representation.**

Section 1. The Representation from the Senior and Evening Branches to the Diocesan Board of Management and Annual Meetings shall be as follows: Branches with paid-up membership of forty (40) and under, two delegates (one of whom shall be the President or her duly elected substitute). Branches with membership of over forty and under eighty (80), three delegates (including the President or her substitute). Branches with over eighty members, four delegates (including the President as before).

## **Article VI.—Executive Committee.**

Section 1. The Executive Committee shall consist of all the Diocesan Officers, Deanery Secretaries,



Conveners of Standing Committees and Supervisors, with power to add to their number. Eleven shall form a quorum.

Section 2. The Executive Committee shall meet to arrange for the Board Meetings, the Annual Meeting and any Special Meetings; to receive correspondence; to consider such necessary business as may come before it and to report the same with recommendations to the Diocesan Board of Management.

Section 3. When it is advisable that an Officer of the Diocesan Board should have an assistant she shall suggest a name or names to the Executive Committee, who shall have the right of appointment. In the event of an Officer who has no assistant being unable to attend to the work of her department owing to illness or absence from home, the arrangements necessary for the continuance of the same shall be left to the Executive Committee in consultation with the said Officer. An assistant Officer may only attend meetings of the Executive Committee in the absence of her Officer.

Section 4. At the first regular meeting of the Executive Committee after the Annual Meeting there shall be appointed: Chairman of Deanery Secretaries' Conference (who shall be the First Vice-President), Supervisors and Conveners of Standing Committees (with the exception of Finance, Dorcas and Educational), and three members of the Executive for the Finance Committee.

Section 5. In case of the death or resignation of a Diocesan Officer, Deanery Secretary, Convener of a Standing Committee or Supervisor, during her term of office, the Executive Committee shall appoint someone to fill the vacancy for the balance of the year.

Section 6. The Executive Committee shall supervise all Parochial Branches and shall be the medium of communication between Parochial Branches

and the Dominion Board. It shall hold quarterly meetings for the transaction of general business.

Section 7. A Special Meeting of the Executive Committee shall be called by the President at any time upon the request of any three members of the Committee.

#### **Article VII.—Board of Management.**

Section 1. The Diocesan Board of Management shall consist of: The Executive Committee together with the Assistant of each Officer, Representatives from Senior and Evening Branches as provided for in Article V., the Leader of each Girls' Branch (or her substitute), the Superintendent (or her substitute) of each Junior Branch, and the Secretary (or her substitute) of each Little Helpers' Branch, together with all Life Members and the wives of all Diocesan Clergy.

Section 2. A Special Meeting of the Board of Management shall be called by the President at any time upon the request of any five branches who shall not all be of the same Deanery.

#### **Article VIII.—Advisory Committee.**

The Bishop of the Diocese shall be asked to appoint, annually, two gentlemen to act as an Advisory Committee to the Diocesan Board.

#### **Article IX.—Annual Meeting.**

Section 1. A General Meeting of the Auxiliary shall be held annually, the date to be fixed by the Executive Committee at least three months in advance, and notice sent to all Branches in advance.

Section 2. The business of this meeting shall be to elect Diocesan Officers and Delegates to the Dominion Board for the ensuing year; to receive reports from all Diocesan Officers, Deanery Secretaries, Conveners of Standing Committees and Supervisors, and to transact the general business of the Auxiliary.

Section 3. All new business to be brought before the Annual Meeting must first be submitted, as a notice of motion, to the Executive Committee at least one week before the date of meeting.

Section 4. Those entitled to vote at the Annual Meeting shall be:

- (a) Diocesan Officers.
- (b) Deanery Secretaries.
- (c) Diocesan Life Members.
- (d) Senior and Evening Representatives, as provided for in Article V.
- (e) Leaders of all Girls Branches.
- (f) Superintendents of all Junior Branches.
- (g) Conveners of Standing Committees and Supervisors.
- (h) Wives of all Diocesan Clergy.

Section 5. All affiliation fees must be in the hands of the Diocesan Treasurer by December 1st. No Branch whose fees have not been paid shall be entitled to have a vote at the Annual Meeting.

Section 6. No member of the Board of Management shall be entitled to more than one vote on any one motion or election.

Section 7. Ribbon Badges shall only be given to Delegates on presentation of Delegate Cards signed by the Secretary of their Branch. Ballots shall be allowed only to members wearing ribbon badges.

## **Article X.—Deanery Meetings.**

Section 1. Deanery Meetings shall be held annually at which the Secretary, an Assistant Secretary and Deanery Dorcas Secretary (if desired) shall be nominated and elected, reports read, resolutions from the Diocesan Board considered, and other general business transacted.

Section 2. All Deanery Officers must be members in good standing of a Parochial Branch.

Section 3. A Deanery Secretary who is obliged to resign during her term of office shall send in her resignation in writing to the Executive Committee through the Diocesan Corresponding Secretary.

Section 4. Each Deanery shall have the right to decide upon the number of representatives to be sent by each Parochial Branch to the Annual Deanery meeting.

Section 5. In each Deanery there shall be a Deanery Executive Committee—consisting of the Deanery Secretary (as chairman), the Assistant Deanery Secretary, the Deanery Dorcas Secretary (if there be one), the President of the Branch in whose parish the following Deanery meeting is to be held; and, as an Advisory member, the Chairman of the Deanery Secretaries' Conference.

Section 6. It shall be the duty of the Deanery Executive Committee to suggest the programme for Deanery meetings and to select the presiding officer for such meetings. In the event of the office of Deanery Secretary becoming vacant by resignation, or otherwise, the Assistant Deanery Secretary shall act as Secretary until the following Deanery Meeting.

Section 7. At least once a year a Conference of Deanery Secretaries shall be held. Arrangements (including programme) for such meetings to be in charge of the Chairman of Deanery Conference (who shall be the First Vice-President of the Diocesan Board).

## **Article XI.**

Section 1. All appeals, other than those sent through the Dominion Board, must be initialed by the Bishop of the Diocese or his Commissary, and recommended by the Executive Committee, before being presented to the Board of Management.

## **Article XII.**

Section 1. All Officers handling W.A. funds shall have their books examined and certified correct by an auditor approved by the Executive Committee before presenting their statements to the Annual Meeting.

Section 2. All Sub-Treasurers shall annually submit certified statement of their receipts and expenditures to the Diocesan Treasurer before the Annual Meeting.

Section 3. All Officers shall present a written report to the Annual Meeting of the Diocesan Board of Management.

## **Article XIII.**

Section 1. This Constitution may be amended by a two-thirds vote at the Annual Meeting, the proposed changes having been submitted in writing at a previous meeting of the Executive Committee and copies sent to each Branch in the Convening Circular.



# Diocesan By-Laws

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1. All Meetings of the Woman's Auxiliary shall be opened with devotions including the united audible repetition of the W.A. prayer.

## DUTIES OF OFFICERS

2. The President, or in her absence one of the Vice-Presidents, shall preside at all meetings. Should all of the above-named officers be absent from any meeting some member of the Board shall be appointed to preside. The President shall take the general supervision of the Parochial Branches and urge the formation of such Branches in all Parishes of the Diocese. She shall be ex-officio a member of all Standing Committees.

3. The Recording Secretary shall give notice of all meetings and keep a record of the proceedings. She shall have charge of compiling and distribution of the Annual Report and shall send to the Dominion Recording Secretary an Annual Diocesan Report upon the form sent to her for the purpose. (See Constitution, Article XII, Section 3).

4. The Corresponding Secretary shall conduct all the correspondence of the Auxiliary with the exception of such as naturally devolves upon the other officers in the discharge of their respective duties. She shall answer all requests for information concerning the general work of the Auxiliary and have charge of the Life-Members' Certificates and all Senior gold and silver badges. (See Constitution, Article XII).

5. The Treasurer shall receive all fees and donations from the Senior Branches and Individuals, with the exception of subscriptions for the Living Message, or for the Educational or Dorcas Departments. She shall forward as directed all amounts to the Dominion Treasurer or others. (See Constitution, Article XII, Section 1-3).

6. The Chairman of Deanery Secretaries shall endeavor to establish Branches of the Woman's Auxiliary wherever they do not exist and shall, whenever so desired, advise and encourage already existing branches by personal visits. (See Constitution, Article XII).

She shall arrange dates for and attend, whenever possible, the Annual Meetings of all Deaneries.

No Branch may be formed in any Parish without the consent of the Incumbent. (See Parochial Constitution, Article VI).

7. (a) The Secretary-Treasurer of the Evening Branches shall urge the formation of such branches in all Parishes in the Diocese and shall conduct all correspondence pertaining thereto and receive all monies (excepting deanery fees).

(b) She shall prepare a tabulated statement of all work of the Evening Branches from the schedules received from them and forward it to the Diocesan Recording Secretary to be embodied in her annual report. (See Constitution, Article XII).

8. (a) The Secretary-Treasurer of Girls' Branches shall urge the formation of such Branches in all Parishes in the Diocese and shall have the general supervision of them. She shall conduct all correspondence pertaining thereto; receive all fees and subscriptions and supply Membership cards, Badges, Constitutions and Mite-boxes.

(b) She shall prepare a tabulated statement of all work of the Girls' Branches from the schedules received from them and forward it to the Diocesan Recording Secretary to be embodied in her annual report. (See Constitution, Article XII).

(c) She shall be ex-officio chairman of the Girls' Committee, composed of the Presidents of the Girls' Branches. This Committee to meet at stated intervals to discuss ways and means of furthering the work of this department.

9. (a) The Secretary-Treasurer of the Junior



Branches shall urge the formation of such Branches in all Parishes in the Diocese and shall have the general supervision of them. She shall conduct all correspondence pertaining thereto, receive all fees and subscriptions and supply Membership Cards, Badges, Constitutions and Mite-boxes. (See Constitution, Article XII).

(b) She shall prepare a tabulated statement of all work of the Junior Branches from the schedules received from them and forward it to the Diocesan Recording Secretary to be recorded in her Annual Report.

(c) She shall be ex-officio chairman of the Junior Committee, composed of Superintendents of the Junior Branches. This Committee to meet at stated intervals and discuss ways and means of furthering the work of this department.

10. The Secretary of the Little Helpers Branches shall urge the formation of such branches in every Parish in the Diocese and have the general supervision of them. She shall prepare a report of branches for the Annual Meeting and forward a copy of it to the Diocesan Recording Secretary to be embodied in her Annual Report. (See Constitution, Article XII).

She shall conduct all correspondence pertaining to her department and have charge of its supplies of literature and Mite-boxes.

11. (a) The Secretary-Treasurer of Education shall be responsible for the diffusion of Missionary intelligence and encourage the formation of Mission Study Classes. She shall have charge of all Missionary Literature, Litanies, Senior Membership Cards, Transfer Cards, Constitutions. (See Constitution, Article XII).

(b) She shall be ex-officio chairman of the Educational Committee, composed of herself and the supervisors of this department, with power to add to their number. This Committee to meet at stated

intervals to discuss ways and means of furthering the work of this department. Correspondence relating to the work of the Girls, and Junior Literature shall be undertaken by the Supervisors of each, in consultation with the Secretary-Treasurer of their particular department.

12. (a) The Dorcas Secretary-Treasurer shall conduct all correspondence in connection with the Dorcas Department, and receive and forward all money connected with the same. She shall supply Parochial branches with the requirements for the Indian Residential Schools and Indian Hospitals as given to her by the Dominion Dorcas Secretary-Treasurer. She shall receive through the Supervisor of Church Furnishings all appeals for furnishing, etc., and shall be responsible for the purchase of same.

(b) She shall be ex-officio chairman of the Dorcas Committee which shall be composed of the Dorcas Secretary, the Deanery Dorcas Secretaries, the Supervisors of Church Furnishings, Knitting, Surgical Supplies, Christmas Trees and Parcels, and Outfits and General Bales, with power to add to their number.

Appeals and correspondence relating to the work of the Supervisors shall be handed over to them by her. (The appeals having first been approved by the Executive).

13. The Secretary-Treasurer of "The Living Message" shall strive to increase its circulation and shall receive and forward to the Dominion Secretary-Treasurer of "The Living Message," subscriptions for the same. (See Constitution, Article XII).

14. Living Message Editor and Bulletin Secretary shall be responsible for Brandon Diocesan Notes, forwarding them each month to the Dominion Editor-in-Chief, and for the preparation and distribution of the Bulletin.

15. The United Thank-offering Secretary shall endeavor to arouse and stimulate interest in the An-

nual Thank-offering amongst all Parochial Branches and shall have charge of and distribute the Thank-offering boxes. She shall urge the appointment of a Thank-offering Secretary in every Branch and keep a record of the same with the number of boxes sent to each. (See Constitution, Article XII, Section 3).

16. Each Deanery Secretary shall at the call of the Chairman of Deanery Secretaries arrange for an annual meeting of her Deanery at least two weeks before the Annual Meeting. She shall receive a report from each Parochial Branch (on schedule forms supplied for the purpose) and shall from them fill in the Deanery Form and return it immediately to the Deanery Chairman, keeping a copy herself for future reference.

17. The Social Service Secretary shall receive all general bales and Christmas parcels. She shall supply to all Parochial Social Service Secretaries the requirements to supply the Indian missions in the Diocese, and any needy cases which may arise. She shall forward bales to Missions and Parishes as requested by the Bishop of the Diocese and co-operate in all relief work with the proper authorities. She shall submit to the Dorcas Secretary-Treasurer for transmission to the Dominion Dorcas a statement showing the estimated value of the bales and money distributed during the year.

(b) She shall be ex-officio chairman of the Diocesan Social Service Committee, composed of the Parochial Social Service Conveners. This Committee to meet at stated intervals to discuss ways and means of furthering their work.

18. The Prayer-Partner Secretary shall receive names of Missionaries desiring prayer-partners and allocate them to Parochial Branches or individual members, and shall provide, when desired, special forms of prayer to be used in connection with this plan.

19. The Candidates Secretary shall endeavor to interest girls and women in volunteering for missionary service and shall put them in communication with the Dominion Candidate Secretary, encouraging such volunteers in every way possible.

## 20. Standing Committees.

Sec. 1. The duty of a Convener of a Standing Committee shall be to call her Committee together whenever desirable, to preside at such meetings and to further in every way the work of her committee.

### Sec. 2. Standing Committees as follows:

(a) the Finance Committee shall consist of: the President, Treasurer (Convener), Vice-Presidents and three members of the Executive Committee appointed annually by the Executive Committee. This Committee shall act as a sub-executive in cases of emergency, and shall arrange for the circular letters of assessment, etc., and have charge of all printing for the Diocesan Board.

(b) Dorcas—See By-law 12, Sec. b.

(c) Educational—See By-law 11, Sec. b.

(d) Hospital Visiting. Duties to visit any W.A. members ill in hospital carrying flowers, fruit and reading matter when advisable.

(e) Magazine. To arrange for W.A. members to pass on magazines, etc., to country families desiring same.

21. The Supervisors shall work under the direction of the General Secretary-Treasurer of their Department and shall submit their annual reports to her in time to include the totals in her statement to the Annual Meeting. (See Constitution, Article XII).

22. All Church Furnishings, Communion Vessels, Linen, etc., supplied by the Woman's Auxiliary are to be the property of the Parish or Mission to which they are sent and not of the Incumbent in charge at the time.

23. That no raffles or any other species of gambling or games of chance shall be carried on to procure money for any W.A. object.

24. No Branch affiliated with the Diocesan Board shall use cards or dancing as a means of obtaining money for W.A. purposes.

25. The Rules contained in Bourinot's "Procedure of Public Meetings" shall govern the Auxiliary in all cases to which they are applicable and in which they are not consistent with the By-laws of this Auxiliary.

26. These By-laws may be amended at any Meeting of the Diocesan Board of Management by a two-thirds vote of the members present entitled to vote; notice in writing having been given at a previous Board Meeting.



**Parochial Constitution**  
**Senior, Evening and Girls' Branches**  
**of**  
**Diocese of Brandon**  
**of the**  
**Woman's Auxiliary**



**of the**  
**Church of England in Canada**

# THE WOMAN'S AUXILIARY

*"The Love of Christ Constraineth Us"*

## MEMBER'S PRAYER

O Lord Jesus Christ, Who in the days of Thy flesh didst vouchsafe to accept the services of faithful women, we beseech Thee to grant Thy blessing upon our endeavours to aid and encourage Missionaries, and to serve Thy Church at home and abroad. Grant us the true missionary spirit and put into our hearts the things we should do and say to glorify Thee in the work which Thou givest us to do. May we and all whom Thou hast called into Thy service hear and obey Thy voice. Grant that we may never be discouraged under difficulties, but go forward in faith and hope, looking unto Thee. Have pity on those who know Thee not, on those who have forgotten Thee, on those who are far from the ministry of the Word and Sacraments, and from fellowship in corporate worship. Visit them with Thy salvation. Hasten, we pray Thee, Thy kingdom that all may come to the knowledge of Thee and Thy saving truth. Hear and answer us, O Lord our strength and our Redeemer, Who livest and reignest with the Father and the Holy Spirit, one God, world without end. Amen.

## G.A. PRAYER

O Loving Heavenly Father, giver of life and light and power: give us hearts that love Thee, faith to seek Thee, grace to serve Thee. Grant that we and all members of our Girls' Branches may be joyful messengers of Thy love wherever Thou dost call us. Bless Thy missionary servants at home and abroad, and grant that by Thy indwelling Spirit, we, with them, may be used to bring many souls to Thee. Teach us to do the things that please Thee, and show us where and how we best may serve and glorify Thee; through Jesus Christ our Lord. Amen.



# Parochial Constitution

## Senior, Evening and Girls' Branches

### Article I.

This Auxiliary shall be called "The *St James*  
*Evening* Branch of the  
Woman's Auxiliary of the Church of England in  
Canada."

### Article II.

The objects of this Auxiliary shall be:

- (1) To pray for Missions.
- (2) To awaken Missionary zeal among the women and girls of the Parish.
- (3) To raise money for Missionary objects, particularly those Pledges and Appeals undertaken by the Diocesan Board of Management.
- (4) To assist the Dorcas Secretary-Treasurer in supplying outfits, bales, etc., and in meeting all appeals undertaken by the Diocesan Board.
- (5) To work for the local needs of the Parish in any way sanctioned by the Incumbent.
- (6) That no raffles or any other species of gambling or games of chance shall be carried on to procure money for any W.A. object.
- (7) No Branch affiliated with the Diocesan Board shall use cards or dancing as a means of obtaining money for W.A. purposes.

### Article III.

(1) Any baptized woman may become a member of this Auxiliary upon payment of an annual fee to be decided upon by the Parochial Branch, twenty-five cents of which shall be paid over to the Diocesan Treasurer, and ~~ten~~ *ten* cents to the Deanery Secretary as an annual affiliation fee.

(2) In the G.A. Branches, twenty cents (.20) of each membership fee shall be sent to the Diocesan Secretary-Treasurer of Girls' Branches as affiliation fees.

Each member shall receive a Membership Card and shall pledge herself to a frequent and faithful use of the Woman's Auxiliary Prayer or G.A. Prayer (as the case may be) and shall endeavor in every way to promote the Missionary objects of the Auxiliary.

#### **Article IV.**

Section 1. The list and qualifications of officers shall correspond as far as practicable with the list and qualifications of Diocesan Officers, and each Secretary shall endeavor to keep in touch with the Diocesan Secretary of her Department and apply to her for necessary information and assistance.

Section 2. Officers of Parochial Branches must be members in good standing of the Church or Mission under which the Branch is working—that is to say they must be qualified to sign the Roll of Church Membership, but the President of Senior and Evening Branches in all cases shall be a confirmed member, unless special permission has been obtained from the Bishop of the Diocese.

Section 3. When deemed advisable one member may hold more than one office.

#### **Article V.**

Section 1. Each Branch shall close its books not later than December 31st, and hold its Annual Meeting not later than January 10th, fees and pledges to be sent to the Diocesan Treasurer by December 1st.

Section 2. At this meeting reports shall be presented, officers and delegates to Diocesan Board and to Deanery Meetings elected, and general business transacted. For the number of delegates, see Diocesan Constitution, Article V., and Article X., Section 4.

Section 3. During the election of officers at this Annual Meeting the President may, with the consent of her Branch, ask an Honorary President or Honorary Vice-President or the Incumbent of the Parish to preside.

#### **Article VI.**

No Parochial Branch shall be disbanded without the consent of the Bishop of the Diocese. In the event of any Branch disbanding, all monies to its credit shall be handed over to the Diocesan Treasurer. See Diocesan Constitution, By-law 5.

#### **Article VII.**

Monthly or Quarterly Business Meetings shall be held, at which the following shall be the order of business:

Devotions.

Roll Call.

Minutes of Last Meeting.

Reports (including the reports from the Girls', Juniors and Little Helpers' Branches.)

Treasurer's Statement.

Missionary Intelligence.

Miscellaneous Business.

Correspondence (including reading of the Diocesan Bulletin).

Offerings.

#### **Article VIII.**

Special Meetings of the Auxiliary shall be called by the President at the request of any three members.

#### **Article IX.**

This Constitution may be amended by a two-thirds vote at the Annual Meeting, the proposed changes having been submitted in writing at a previous meeting of the Executive Committee and copies sent to each Branch in the convening circular.

# Parochial By-Laws

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1. All meetings of the Auxiliary shall be opened or closed with Devotions, including the united, audible repetition of the Woman's Auxiliary Prayer, or the G.A. Prayer (as the case may be).

2. The President, or in her absence one of the Vice-Presidents, or in their absence some member, shall be appointed to preside at all meetings.

3. The Recording Secretary shall give notice of, and keep a record of the proceedings of all meetings. After the Annual Meeting of the Branch she shall accurately fill in the schedule form sent her for the purpose by her Deanery Secretary and return it promptly to her. She shall also send an Annual Statement to the Wardens of the Parish. She shall have charge of the Membership, Transfer and Delegate Cards, one of the last-named to be filled in and signed by her and given to each Delegate to the Diocesan Annual Meeting. When any Member leaves the Parish a Transfer Card should be promptly forwarded by the Secretary to the Branch in the Parish to which she has removed.

4. The Corresponding Secretary shall conduct all the correspondence of the Auxiliary and shall have charge of the distribution of the badges.

5. The Treasurer shall receive and keep an account of all fees and subscriptions contributed for Missionary or Parochial Purposes. She shall forward the Parochial Funds as directed and the Missionary money in accordance with By-law No. 5 of the Diocesan Constitution. All money for the Girls' Branches shall be forwarded to the Diocesan Secretary-Treasurer of the Girls' Branches.

6. The Dorcas Secretary-Treasurer shall apply to the Diocesan Dorcas Secretary-Treasurer for the destination of all outfits and bales, etc. She shall see that all bales are properly packed, addressed and shipped, and shall forward without delay to

the Diocesan Dorcas Secretary-Treasurer a correctly filled in Dorcas Form with the memorandum of the receipted freight Bill.

7. The Educational Secretary shall be responsible for the diffusion of Missionary Intelligence among the members of the Branch, and shall arrange for the formation of Mission Study Classes. She shall have charge of the Litanies and all Missionary Literature.

8. The Secretary-Treasurer of "The Living Message" shall strive to increase its circulation and shall receive subscriptions for same, which she shall forward through the Treasurer of the Branch to the Diocesan Secretary-Treasurer of the "Living Message."

9. The Thank-offering Secretary shall endeavor to stimulate interest in the Thank-offering. She shall have charge of the distribution of the Thank-offering boxes and keep a record of same.

10. The Social Service Secretary shall receive the names of strangers or needy families and individuals in the Parish, and should select a committee to help her visit and take care of needs of same.

11. Other officers and conveners should be appointed as required by the Diocesan Board or found necessary to further the parochial work of the Branch, and all should give reports at the monthly business meeting of the Branch.

12. The Parochial Constitution and By-laws shall be read to the Branch at its Annual Meeting and at least once again during the year.

13. These By-laws may be amended at any Annual Meeting of the Diocesan Board of Management by a two-thirds vote of the members present entitled to vote, notice in writing having been given at a previous Board meeting.



**Diocese of Brandon**

**Constitution**

**for**

**Junior Branches of  
Woman's Auxiliary**



**of the**

**Church of England in Canada**

# Constitution

## Junior Branches

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Motto: "Thy Kingdom Come"

### J.A. PRAYER

Heavenly Father, we pray Thee to bless all the Juniors of our Church. Help us to follow Jesus day by day, giving Him our loving service. Bless Thy children in every land and be with the missionaries who are telling of Thy love. For Jesus' sake. Amen.

### CONSTITUTION

#### Article I.

Section 1. This Branch shall be called "The .....  
.....Junior Branch of the  
Woman's Auxiliary of the Church of England in  
Canada."

Section 2. Objects—The objects of this Auxiliary are:

- (a) To pray for Missions.
- (b) To learn as much as possible about Missions.
- (c) To work for Missions.
- (d) To interest others in Missionary work.
- (e) To give to Missions.
- (f) A Branch may also work for objects connected with the Parish in which it exists, with the consent of the Incumbent.

#### Article II.

Section 1. All children above the age of seven years may become members of this Auxiliary by the payment of an annual membership fee of ..... cents, five cents of which is to be sent annually to the Diocesan Junior Secretary-Treasurer as affiliation fees.



Section 2. All members must have a Member's Card, use the Prayer daily, and must try to earn or otherwise contribute money for Missionary objects.

Section 3. All members should have a Mite box to encourage individual giving, and be taught to give of their own free will to the United Thank-offering, one box being used in a Branch.

### **Article III.**

The Officers of this Branch shall be a Superintendent, Secretaries, and a Treasurer. The Superintendent shall be a member of the Woman's Auxiliary and shall be elected annually by the Parochial Branch, with the consent of the Incumbent of the Parish. The Secretaries and Treasurer shall be elected annually from among the members of the Junior Branch.

### **Article IV.**

Section 1. The Annual Meeting shall be held at least one week before the Annual Meeting of the Senior Branch of the Parish.

Section 2. Meetings may be held weekly, fortnightly, or monthly. A business meeting shall be held monthly, at which the order of business shall be:

Devotions (including Members' Prayer, Lord's Prayer and the Creed).

Roll Call.

Minutes of last meeting.

Reports of Secretaries and Treasurer.

Offerings.

Missionary Information.

General Business.

Closing Prayer.

Section 3. Other Meetings may be arranged by the Superintendent if desired.

## **DUTIES OF OFFICERS**

### **Article V.**

Section 1. The Superintendent shall take a general oversight of the Branch and may choose her assistants. She shall arrange the programme for each meeting, provide interesting Missionary intelligence, and read (or have it read) to the members. Where practicable, regular instruction shall be given on Missionary subjects. She shall provide the President of the Girls' Branch with the names and addresses of children leaving the Branch on account of age, and report Monthly to the Senior Branch of the Parish.

Section 2. The Secretary shall prepare and read the minutes of the meetings, shall enter the names and addresses of all members in the Roll Book, and shall keep a record of their attendance. She shall prepare a Monthly and Annual Report, copies of which shall be sent to the Parochial Woman's Auxiliary, and fill in (under the supervision of the Superintendent) the schedule form and return it to the Diocesan Junior Secretary-Treasurer.

Section 3. The Treasurer shall keep a careful record of all money received and expended, shall send the Members' Annual Fees and all money for Missionary objects direct to the Diocesan Junior Secretary-Treasurer, and shall present a statement at each business meeting, prepare an Annual Report (duly audited), copies of which shall be sent to the Parochial Woman's Auxiliary, and the Diocesan Junior Secretary-Treasurer. (See Diocesan Constitution, Article XII., Sec. 1).

### **Article VI.**

This Branch shall be represented at each Meeting of the Diocesan Board of Management by the Superintendent (or her substitute), at which meetings she shall be entitled to vote.

## **Article VII.**

This Constitution may be amended by a two-thirds vote at the Annual Diocesan Meeting, notice of changes, in writing, having been given at a previous Diocesan Board Meeting.

## **Article VIII.**

All supplies for this Branch can be obtained from the Diocesan Junior Secretary-Treasurer.



**Woman's Auxiliary**  
of the  
**Church of England in Canada**  
**Parochial Constitution**  
of  
**Little Helpers Branch**



**Diocese of Brandon**

# Parochial Constitution

## of Little Helpers Branch

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### MOTTO:

"Suffer the little children to come unto Me."

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### PRAYER

God bless the Missionaries all over the world, and all the little helpers, for Jesus' sake. Amen.

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## CONSTITUTION

### Article I.

This Branch shall be called "The Little Helpers" Branch of the Woman's Auxiliary of the Church of England in Canada.

### Article II.

The objects of this Auxiliary are to deepen the interest in the great Missionary work of the Church among both Mothers and Children. To sow the seeds of an influence in after life by having the Missionary prayer taught at the mother's knee. To teach boys as well as girls from Baptism the privilege of giving to others.

### Article III.

Every Member shall have a Member's Card and use the Prayer. The Mite-box may be used by one or more, but every member should give a minimum of one cent each Sunday if possible.

### Article IV.

Every Branch shall have a Secretary-Treasurer, whose duty it shall be to keep a register of the names of Members, and their parents, with addresses. She shall give out supplies, collect the

mites and fill in the Schedule form sent for that purpose, returning the form to the Diocesan Secretary of Little Helpers. Mites to be sent direct to Diocesan Treasurer.

#### **Article V.**

She shall present a written Monthly and Annual Report to the Senior Branch of the Parish.

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### **SUGGESTIONS**

1. Where a Junior Branch exists in the Parish the Secretary-Treasurer of Little Helpers should give the names and addresses of children who are over age to the Superintendent of the Juniors, in this way passing the members from one Branch to another.

2. Where it is possible, the Secretary-Treasurer should give a Monthly or Quarterly statement to the Senior Branch.

3. Any Secretary-Treasurer undertaking Bible Reading or Missionary Stories should report to the Diocesan Secretary, as it is often an incentive to others to do the same.











